

JUDGE NATALIA M. COMBS GREENE
SUPPLEMENT TO THE GENERAL ORDER

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CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR TEN

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| Judge: | Natalia M. Combs Greene |
| Chambers: | 3600 - Moultrie Building |
| Phone: | (202) 879-8350 |
| Fax: | (202) 879-8363 |
| Eserve address: | JudgeCombsGreeneEServe@dcsc.gov |
| Judicial Admin. Assistant: | Pamela Arnold |
| Law Clerk: | Nicholas E. McGuire |
| Courtroom Clerk: | Jason Mancini |
| Courtroom: | 317 Phone Number: (202) 879-1536 |

Unless otherwise directed, matters on Calendar Ten will take place as follows :

In-court proceedings: Courtroom 317

Pretrial/Settlement Conferences: By appointment in Courtroom 317

All Pretrial Statements should be submitted on time and in accordance with the Rules.

Trials: Monday through Thursday from 9:30 a.m. to 4:30 p.m., in Courtroom 317. The Court will conduct *voir dire*. Parties shall provide their own exhibit stickers and a proposed verdict form to the Court (preferably by flash drive). All exhibits shall be pre-marked. *Pro se* (self represented) parties may be exempted from this practice.

Scheduling Conferences, Status Hearing, Oral examinations: Fridays in Courtroom 317 at 9:30 a.m. or as scheduled by the Court.

Ex Parte Proof Hearings: Courtroom 317, at 10:00 a.m. (or at a time scheduled by the Court) on Fridays as scheduled by the Court.

Discovery: Motions to compel discovery and motions relating to discovery issues must comply with rules 37(a) and 26(i). The meeting between the parties required by these rules must be a face to face meeting and last for a reasonable period of time. Motions that lack this certification, including the date, time and place at which the meeting was held will be **summarily denied**.

Motions: All motions must be filed in accordance with the Superior Court Rules of Civil Procedure and any applicable Administrative Orders. Failure to comply will result in summary denial of the motion. Please consult e-file express for the proper e-service and e-filing address for the Court. This information is also set out in the Court's General Order. Administrative Order 06-17 requires that parties (with some limited exceptions) email a separate proposed

Order to the Judge's e-serve inbox (judgecombsgreeneeserve@dcsc.gov). When a moving party fails to send a proposed Order to this Judge's e-serve inbox, the Court will, in most circumstances, summarily deny the motion without prejudice. If the motion is denied without prejudice, the moving party must re-file the motion in its entirety. PDF files will not be accepted. Please note that e-filed motions do not reach Chambers instantaneously. It generally takes at least 1-2 business days for the Clerks' Office to process and docket the motion. Parties are reminded that they should contact the Civil Clerks' Office concerning the status of pending motions.

Contact with Chambers: Counsel or parties shall contact the Civil Clerks' office on (202)879-1133 to ascertain the status of motions, except as may be required by extraordinary or emergency circumstances. Parties or counsel should not attempt to engage in any **ex parte** contact with the Court directly or through Chambers staff.